

MICA Residence Life Info Session

Important Numbers

- Campus Safety - 443-423-3333
 - Campus Security Escorts can be used 24/7.
- Gateway Front Desk (Staffed 24/7) - 410-225-5286
- Evening Shuttles - 410-462-7575
 - Shuttles run 5PM-Midnight, 7 days a week (Last call is at 11:40 PM)
 - Start up June 25th and End the 22nd of July

Rules and Regulations

- Front Desk Policies and Procedures
 - ID's MUST be shown to the desk assistant EVERY time you enter the building
 - Any concerns about facilities should be directed to the front desk
 - They can contact the professional staff as needed
 - Report ALL emergencies to the front desk
 - Check in all guests at the desk.
 - Guests over 16 yrs. old need a photo ID to be signed in.
 - Guest IDs will be kept at the desk and can be picked up when they leave.
 - Guests should ALWAYS be escorted by the resident.
 - Guests are not permitted to bring in alcohol or illegal substances.
 - With the consent of their apartment-mates, overnight guests can stay for 3 consecutive nights and the same guest is limited to 9 total overnight visits per semester.
 - All carts must be signed out at the front desk
 - To get a cart you must tell the DA your name, apartment #, cell phone #, and the number on the cart.
 - ONE cart per person
 - Guests of residents may not check out carts.
 - Residents may only have carts for 20 minutes. Carts may be renewed through the front desk.
- In case of a health related emergency:
 - Call an ambulance if needed:

Gateway's address 1601 W Mount Royal Ave, Baltimore, MD 21217
 - Alert the front desk (in person or over the phone). Please provide what room you are located.
 - The front desk will contact Campus Safety and Residence Life staff.
- You are responsible for the keys and the rooms you are given. Do not give your keys to anyone else. This is a safety issue.
 - If you are locked out of your apartment, first try calling your roommates, then ask the front desk for assistance.
 - After the 3rd lock out, you will be charged an increasing fee for every additional lock out.
 - If keys are lost, the resident will be charged to change all the locks in the apartment and for new keys.
 - If you want to switch rooms, please inform ResLife before performing the switch.
- No Pets except small fish.

- Parties and gatherings in campus housing must abide by all guest, alcohol, drug, and noise policies
 - No more than 8 people in an apartment at a time.
 - Alcohol may only be kept and consumed inside an of-age resident's apartment.
 - Alcohol may NOT be consumed in the common areas (lounges, dining halls, etc)
 - Anyone under 21 may NOT be in the presence of alcohol or found holding any alcohol.
- Respect Quiet Hours.
 - Noises should not be heard outside of the apartment.
 - Quiet Hours are: Sunday through Thursday: 11PM to 8AM; Friday and Saturday: 1AM to 9AM
- No candles, incense, or other flames.
- No melting wax in the dorms.
- No smoking in the rooms or residence hall.
 - No smoking in the courtyards either.
 - Residents will be charged if the room smells like smoke.
- Items we DO NOT provide: Cleaning supplies, Cooking supplies or dishes, Toilet plunger, Toilet paper (after move-in), Paper towels, Towels, Bedding, First aid supplies.
- Trash Disposal
 - After first trash bags are provided, residents will be responsible for getting their own trash bags.
 - Black/White Bags are for Trash.
 - Clear or Clear Blue are for recycling.
 - Trash rooms are located on each floor
 - Trash should not be placed in hallways
 - Accumulations of trash poses a health and pest risk
 - If residents do not remove waste they will be charged \$50 per bag or item
 - if the responsible person is not found the floor will be billed
- WIFI
 - Networks - MICA-Residential, MICA Open, MICA Guest
 - Password for all networks: 18261826
- Mail: Packages, letters, delivery, etc.
 - Address:
 - [NAME]
 - c/o Gateway, MICA, Apt #
 - 1601 W Mount Royal Ave
 - Baltimore, MD 21217
 - Make sure to provide the full Apartment number. Example: Apartment **#411-D**
 - All mail can be picked up in your mailbox or at the front desk.
 - Sometimes Amazon will tell you the package has arrived. We have to process the package in order to give it to you. Be patient, it should not take too long for processing.
 - Additionally, some packages make their way to the Postal and Print office in the Bunting Building.

- Facilities
 - Laundry
 - 2nd floor of Gateway (24/7 Access)
 - Coin activated (Quarters only)
 - \$1.50 for washer and \$1.50 for dryer
 - If you need assistance in working the machines, ask the front desk.
 - **If you have an emergency alert the front desk** (in person or over the phone)
 - If your toilet overflows turn the knob behind it to stop the water
 - Residents are responsible for cleaning up after a toilet overflows
 - Facilities Maintenance staff will unclog toilets when they are available to do so (residents should purchase a plunger).
 - For work requests for non emergency facilities problem
 - Google “MICA Work Order” the first link will take you to MICA’s website
 - Read instructions and follow the link on that page. (In the notes section, please include specific locations as well--even though you provided it above.)
 - Username: mica student | Password: student
 - Photos are not necessary, but they are very useful.
 - Fill out the form and hit submit
 - Requests will be reviewed during regular business hours.